



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Court Administration**

Class Code: 5310

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Administrative and technical work establishing computer networks, defining computer system needs, coordinating information for Local Area Networks, and maintaining a computer database for Court Administration.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Coordinates the computer operations and support section for Court Administration, to include tracking service calls, assigning work priorities, and maintaining records of all work done on computer equipment. Recommends computer equipment to meet the current and future needs of the Court Administration computer and Networking needs.

Recommends hardware and software standards. Updates computer equipment and software as technology advances. Performs hardware and software diagnostics to determine the source of problems and appropriate action to resolve system problems. Resolves software and hardware problems within limits established by vendor contracts.

Analyzes and interprets all information concerning the operation of the computer system. Makes recommendations for action to be taken to optimize system performance.

Designs, evaluates and maintains network systems, local and wide area networks as necessary. Maintains computer equipment and software inventory records to include current computer installations and configurations.

Monitors daily activity levels by tuning systems as necessary to optimize user access and system performance allowing for future network growth.

Programs database and other solutions to improve court administration and case management.

Maintains system level security, protects network resources and user profile information from unauthorized use.

Performs other duties as assigned or as may be necessary.



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Working Area: **Court**

Administration

Minimum Qualifications

Considerable knowledge in the development, installation and functions associated with local area networks. Extensive knowledge of diagnostic procedures for problem resolution in a computer system environment. Knowledge of Internet and database system access, resources and management methodology.

Ability to recognize, evaluate, diagnose and correct network and personal computer operating problems. Ability to establish and maintain effective working relationships with Courthouse personnel, County Staff and the general public. Ability to evaluate work requests, devise schedules and assigns necessary resources to accomplish assigned work tasks. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Computer Science, or a related field and three (3) years' experience in the repair and maintenance of microcomputer equipment, and monitoring local area network systems.

Must have experience working with Novell NetWare. Prefer certification or the ability to obtain certification as a CNE or MSCE.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a general office setting. The incumbent performs most duties while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.